**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| TERMS OF REFERENCE (to be completed by Hiring Office) | |
| Hiring Office: | ASRO |
| Purpose of consultancy: | Staff retreat 2021 |
| Scope of work:  (Description of services, activities, or outputs) | Prepare and facilitate a virtual two-day staff participatory retreat with emphasis on team building, for approximately 46 people, using engagement and motivational methodologies / techniques.  The objectives of the 2021 retreat are:   * Facilitate coherence and building up connections across the team bringing positive energy and their wellbeing during the times of COVID-19 * Help the team to build up the momentum driving towards corporate UNFPA’s vision, mission and values; improving effectiveness and efficiency of work; * Create connections and discover approaches for disrupting unhelpful ways of working through peer learning through inquiry, discussion, and the sharing of personal experiences; * Create the opportunity for staff to explore both individual and team strengths and build upon them; * Develop lasting bonds of collaboration that will enable staff to work together effectively; * Build trust and dialogue within the team   The service provider will:     * Structure the virtual retreat agenda; * Provide the contents and materials needed for the retreat inclusive of provide innovative techniques and creative ideas to support the team building activities at times of COVID-19 * Ensure adequate retreat facilitation * Submit a summary report with recommendations (of the Retreat);  Methodology & technical approach for the retreat:  * Facilitation of constructive dialogues; * Team building exercises; * Personal stories; * Use of fun and effective facilitation techniques. |
| Duration and working schedule: | * Staff retreat planned to be on 9th and 10th of June 2021. * The services will include the preparation, organization and facilitation of the 2 days of the virtual retreat, for approximately 45-50 people; |
| Place where services are to be delivered: | * The retreat will be ONLY virtual. |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | Before the retreat:   * Get acquainted with the ASRO Office Human Resources composition and its structure, as well as results of previous staff surveys and previous retreats reports; * Undertake consultations with members of the retreat committee in order to obtain inputs required to build the retreat’s agenda, and identify / define expectations and goals; * Present the proposed agenda of the retreat for UNFPA’s inputs and / or clearance; |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline | After the retreat:  Submit a summary report of the results of the retreat with recommendations (within the following week after the retreat) |
| Supervisory arrangements: | Work under the direct supervision of the deputy regional director and the assigned committee. |
| Expected travel: | NA |
| Required expertise, qualifications and competencies, including language requirements: | The service provider shall be an institution or group of experts with the following qualifications and experience:   * Specialization in human psychology, organizational development, leadership and team-building; * Experience in leadership development; * Proven professional experience in conducting and facilitating staff team building activities for UN organizations or for other medium to large size organizations / companies with multicultural staff. Interested entities must present a list of similar works carried out during the last five years with names of companies (clients); * The retreat will be conducted in English. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable: |  |
| Other relevant information or special conditions, if any: | The fund required for hiring the requested consultant is allocated and approved using the following COA:  ***XXXXX*** |
| Signature of Requesting Officer in Hiring Office:  Date: | |